

**EFFECTIVE**

May 1, 2023.

**Subject(s)**

1. FOM 722-05, Case Documentation.
2. FOM 722-07F, Permanency Planning- PPFWR and APPLA.

**1) FOM 722-05**

The Michigan Department of Health and Human Services (MDHHS) and private child placing agencies must upload documentation according to guidelines outlined in the MiSACWIS Job Aid: Uploading Documents. The Uploading Documents Job Aid can be found in the Child Welfare Technology Communications site within the MiSACWIS tab under Documents and Forms.

*Reason:* Recommendation from the Foster Care, Adoption, and Guardianship Program Office.

**2) FOM 722-07F**

MiSACWIS has changed to electronic case management system and/or electronic case management record. Below are the new definitions for each.

**Electronic case record:** all information and documents related to a specific case or person that are stored in an electronic case management system.

**Electronic case management system:** a system that supports a workflow, management collaboration, storage of images and content, decision formulation, and processing of electronic files or cases.

Updating the Permanency Pact broken hyperlink.

PPFWR and APPLA require an open case with continued case management services and the court must continue to hold permanency hearings.

The permanency plan approval packet must be reviewed and approved by the foster care supervisor **and** the district manager/county director/child welfare director or placement agency foster care (PAFC) director, before being submitted to the Business Service Center (BSC) child welfare analysts for review with the final approval by the appropriate BSC director.

*Reason:* Recommendation from the Child Welfare Policy and  
Legislative Office.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[FOM 722-05](#)  
[FOM 722-07F](#)